



ISSUANCE DATE: March 04, 2015

CLOSING DATE: March 17, 2015 17:00 Hours, Ghana local time

**SUBJECT: SOLICITATION No. 641-15-004:  
RESIDENT HIRE U.S.PERSONAL SERVICES CONTRACTOR  
PEPFAR COUNTRY COORDINATOR**

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development/Ghana (USAID/Ghana), is seeking applications from qualified U.S. citizens currently residing in Ghana interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation.

Submission shall be in accordance with this solicitation and at the place and time specified. In order to be considered for the position a candidate must meet the minimum qualifications listed in the solicitation. The PEPFAR Country Coordinator position will be located in Accra, Ghana.

All applications packages are to be submitted to:

Via courier **Regional Executive Office  
USAID/West Africa  
No. 24 Fourth Circular Rd. CT  
P.O. Box 1630  
Accra, Ghana**

Via email: [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov). Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be in a format compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. **All applications and OF612/SF171 forms submitted must be signed. Incomplete and Unsigned applications will not be considered.**

Late applications will be not accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/Ghana anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Any questions on this solicitation should be sent to Vida Aggrey at [vaggrey@usaid.gov](mailto:vaggrey@usaid.gov) or the undersigned at [dbrady@usaid.gov](mailto:dbrady@usaid.gov).

Sincerely,

Donald Brady  
Supervisory Executive Officer

U.S. Agency for International Development  
No. 24 Fourth Circular Rd.  
P. O. Box 1630, Accra-Ghana

Tel: 233-21-741-200  
Fax: 233-21-741-365

**SOLICITATION NUMBER:** 641-15-004

**ISSUANCE DATE:** March 04, 2015

**CLOSING DATE/TIME:** March 17, 2015 AT 17:00 Hours, Accra Time

**POSITION TITLE:** PEPFAR Country Coordinator

**MARKET VALUE:** (\$73,115.00 - 95,048.00) the market value for this position is equivalent to GS-13 level. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

**AREA OF CONSIDERATION:** Open to all U.S. citizens currently residing in Ghana. Proof of residency must be provided with application. Citizenship, if dual, must be clearly stated.

**PERIOD OF PERFORMANCE:** Two (2) years with an option to extend. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds.

**PLACE OF PERFORMANCE:** Accra, Ghana.

**SECURITY ACCESS:** Must obtain Employment authorization and medical clearance within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

## **1.0 BACKGROUND:**

The U.S. President's Emergency Plan for AIDS Relief (PEPFAR) - the U.S. Government initiative to help save the lives of those impacted by HIV/AIDS around the world - is the largest commitment by any nation in history to combat a single disease internationally. PEPFAR investments also help alleviate suffering from other diseases across the global health spectrum.

PEPFAR is driven by a shared responsibility among donor and partner nations and others to make smart investments to save lives. Thanks in large part to U.S. leadership, tremendous progress has been made in the fight against global AIDS. PEPFAR has directly supported life-saving antiretroviral treatment for more than 3.2 million men, women and children worldwide as of September 30, 2010. PEPFAR has directly supported 11 million people with care and support, including nearly 3.8 million orphans and vulnerable children, in fiscal year 2010 alone. PEPFAR directly supported antiretroviral prophylaxis to prevent mother-to-child HIV transmission for more than 600,000 HIV-positive pregnant women in fiscal year 2010, allowing more than 114,000 infants to be born HIV-free.

From 2008-2012, PEPFAR transitioned from emergency response to building sustainable programs. During this second phase, PEPFAR invested in strengthening partner government capacity to lead the response to this epidemic and other health demands; expanding prevention, care, and treatment in both concentrated and generalized epidemics; integrating and coordinating HIV/AIDS programs with broader global health and development programs to maximize impact on health systems; and investing in innovation and operations research to evaluate impact, improve service delivery and maximize outcomes.

The *PEPFAR Blueprint: Creating an AIDS-Free Generation* outlined strategic directions for PEPFAR beyond 2013. The *Blueprint* called for further integration of HIV-AIDS with other global health programs; streamlining of systems to avoid costly duplication; and adopting new science as evidence to reach more people and to capture cost-saving efficiencies. The *Blueprint's* ultimate goal was still for partner countries to lead, manage and coordinate their responses to the epidemic.

In December 2014, *PEPFAR 3.0 - Controlling the Epidemic: Delivering on the Promise of an AIDS-Free Generation* was released. PEPFAR 3.0 is the third phase that builds upon past achievements with additional emphasis on transparency and accountability for impact, as well as accelerating core interventions for epidemic control. PEPFAR is also investing its resources strategically and geographically to reach populations at greatest-risk with evidence-based programs.

Within the Department, the Office of the U.S. Global AIDS Coordinator (S/GAC) is responsible for coordinating the implementation of PEPFAR. Additional information about S/GAC and PEPFAR is available at [www.pepfar.gov](http://www.pepfar.gov)

### **Work Situation**

Under the direction of the U.S. Ambassador or his/her designee, the PEPFAR Country Coordinator (“the Country Coordinator”) provides leadership and coordination in implementing the USG HIV and AIDS strategy for Ghana, consistent with PEPFAR goals and resources. As such, the Country Coordinator will act as the USG focal point in all PEPFAR Ghana related matters. S/he coordinates the broad program management for the multi-faceted PEPFAR Ghana program; coordinates the development, implementation, and monitoring of in-country HIV and AIDS prevention, treatment and care plans; serves as the key facilitator of the PEPFAR USG interagency team implementing activities in the areas of prevention, treatment, care and health systems strengthening.

The Country Coordinator’s main area of oversight is the facilitation, planning, coordination, and reporting of program performance for the interagency program in Ghana. As directed by the U.S. Ambassador or his/her designee, the Country Coordinator will be charged with overseeing processes to ensure that the bilateral funds deployed by PEPFAR Ghana are wisely and effectively used to address the national HIV/AIDS epidemic. Specifically, the Country Coordinator will coordinate with the PEPFAR implementing agencies to ensure that funds are allocated strategically across agency and technical areas; are coordinated with inputs from the partner country government and other donors; are consistent with U.S.

Government laws and policies, especially legislation pertaining specifically to PEPFAR; and support the national goals and plans of the partner government. The Country Coordinator will also work with PEPFAR implementing agencies to coordinate reporting systems for tracking funds accurately so that resources are correctly directed and deployed rapidly.

PEPFAR is a “whole of government” program, involving multiple U.S. Government (USG) agencies in a single, strategic response coordinated by the Department of State at the headquarters level and by the Country Coordinator in the field. An open, transparent and effective interagency process is essential for the success of PEPFAR’s efforts in HIV/AIDS prevention, care, and treatment. The Country Coordinator’s role is to ensure that the country level program reflects this whole of government approach and is in alignment with key PEPFAR policy and technical issues. The Country Coordinator is responsible for leading the development and monitoring of a cohesive interagency program by providing leadership and facilitation to the interagency PEPFAR team in Ghana for all aspects of PEPFAR —policy, technical, managerial, and operational. The Country Coordinator collaborates with the U.S. Embassy, partner government, and the Office of the U.S. Global AIDS Coordinator to ensure achievement, not only of the primary HIV/AIDS prevention, treatment and care goals of PEPFAR, but also the public health sustainability and health diplomacy goals of PEPFAR.

## **2.0 MAJOR DUTIES AND RESPONSIBILITIES:**

### **Program Management and Implementation – 35%**

The work consists of broad program management of the multi-faceted PEPFAR function to develop, facilitate, and monitor in-country HIV/AIDS prevention, treatment, and care plans; to serve as the key coordinator and facilitator of the USG interagency team implementing PEPFAR activities in the areas of HIV/AIDS prevention, treatment, care, and health systems strengthening; and to address issues, concerns, etc. associated with services for vulnerable populations,—training and volunteers, and health care human capacity development. The Country Coordinator assists S/GAC and the PEPFAR implementing agencies with planning, developing, directing, and controlling key functions of a major program with international scope.

The Country Coordinator’s portfolio involves the full range of roles and responsibilities associated with broad program management to include accountability for the success of the aforementioned functions; the monitoring and oversight of operations to deliver, measure and evaluate accomplishments and/or progress to date, and to highlight successes and to identify reasons for shortfalls; to adjust, should such action be necessary, to achieve program goals; the development and maintenance of internal control systems to ensure that human, financial, technological and material resources are safeguarded against waste, fraud, unauthorized use or misappropriation; etc.

The Country Coordinator must exercise considerable judgment and ingenuity within their overall intent to devise or oversee the strategies, tactical approaches and program initiatives that will strengthen the quality, availability and sustainability of Emergency Plan HIV/AIDS prevention, treatment, and care services. The Country Coordinator leads the USG PEPFAR

interagency team in Ghana in the conception, formulation, and recommendation of initiatives in response to the epidemic profile in Ghana, and to the program operational realm, including:

- Analyzing the unique operational context of the PEPFAR program in Ghana;
- Coordinating the interagency process to establish a vision and strategy for responding to this context within the guidelines of S/GAC policy and U.S. diplomatic priorities;
- Ensuring that the PEPFAR program fits within the regulations of the partner country government and aligns with international policies and recommendations;
- Communicating USG policy and technical direction to implementing agency leadership;
- Coordinating and facilitating the interagency approach to PEPFAR within the USG;
- Coordinating and facilitating PEPFAR implementing agencies in the restructuring, reorienting and recasting of immediate and long range goals, objectives, plans and schedules to meet substantial changes in policy, legislation, program authority and/or funding;
- Facilitating discussion with the interagency team regarding determinations of projects to be initiated, dropped or curtailed;
- Facilitating interagency decision-making to ensure program sustainability with greater country ownership in the political ownership/stewardship, institutional ownership, capabilities, and mutual accountability;
- Preparing and coordinating the development and submission of Annual Country Operational Plans, Annual Reports, Reprogramming Actions, and other processes or inputs into reporting systems;
- Engaging with the interagency process in-country in long range planning in connection with prospective changes in USG funding, policies, and programs.
- Managing all logistical and administrative support for scheduled meetings/events, outreach documents, country team meeting organization and PEPFAR TDY visitors.

Budget: The Country Coordinator will establish appropriate controls to ensure the integrity—financial, technical, and operational—of all HIV/AIDS prevention, treatment, and care programs implemented pursuant to the President’s Emergency Plan for AIDS Relief.

The Country Coordinator will decide, in consultation with the U.S. Embassy leadership and PEPFAR implementing agencies, how best to direct the funds allocated to the country for successful program impact. To properly manage the country budget, the Country Coordinator must understand the current levels of expenditure and pipeline, develop budgets, and ensure continued flow of funds necessary to implement the program. The Country Coordinator will provide leadership, advice, and counsel to USG interagency leaders in-country in the implementation and monitoring of the PEPFAR program portfolio and budget.

### **Strategic Information – 25%**

The Country Coordinator will provide leadership and technical direction to the USG interagency team in the development and implementation of all strategic information (SI) and monitoring and evaluation (M&E) activities to meet the needs of PEPFAR. S/he will ensure the use of data collection and knowledge-based program management in regard to all aspects (implementation, technology, costing) of health systems strengthening, HIV prevention and treatment, prevention and care strategies. Specifically, s/he will manage and coordinate all Strategic Information (SI) related processes required for the development of the annual PEPFAR Country Operational Plan, Annual and Semi-Annual Program Results; oversee the fiscal year and planning year target setting exercises; and provide overall vision for the SI needs of PEPFAR. The Country Coordinator will compile and evaluate results achieved by partner agencies against established targets and track overall progress in achieving PEPFAR objectives. Finally, s/he will guide SI investments to ensure overall program sustainability, capacity-building and the delivery of quality services.

### **Program Representation – 20%**

The Country Coordinator will aid in assuring the accountability of PEPFAR and other HIV/AIDS programs supported by the USG to Administration officials, Members of Congress, and the general public through the development and communication of appropriate statements, reports, and representation. In collaboration with various PEPFAR implementing agencies, represents the USG, and the U.S. Ambassador's office in particular, in country-level and, when appropriate, international-level fora such as working groups, country coordinating mechanisms, steering committees, etc., with a focus on responding to the HIV epidemic and to integration of HIV services into broader health efforts in the Ghana.

On behalf of the interagency team, the Country Coordinator counsels and advises the S/GAC and U.S. Embassy staff on relevant HIV/AIDS policies and issues that emerge in various settings with stakeholders. As requested by S/GAC, the U.S. Embassy and the Government of Ghana, speaks on behalf of the USG about specific country HIV/AIDS epidemic needs based on a comprehensive knowledge of the overall country, regional, and global context, in-country HIV/AIDS prevention, treatment and care programs, and the current status of implementation of PEPFAR. Supported by a Country Support Team Lead (CSTL) at S/GAC, communicate field-based and headquarters priorities upstream and downstream and, facilitates interagency dialogue between the field and headquarters interagency teams.

In collaboration with PEPFAR leadership from other USG agencies, the Country Coordinator will serve as the representative of the USG at international meetings, conferences, etc., whose sponsors or attendees may include donors and others with significant equities and other contributors in the fight against the global HIV/AIDS pandemic. Recommends and promotes positions and views for the USG on strategies, initiatives and current programs that aim to improve the prevention, treatment and care of HIV/AIDS.

In coordination with PEPFAR leadership from other USG agencies, plans and directs the identification, development, implementation and monitoring of outreach and/or liaison activities and initiatives with USG representatives, including Congressional staff, the partner government, international organizations, non-governmental organizations and regional donors to foster greater leadership, commitment and resources on their part in the global fight against the HIV/AIDS pandemic.

Informs and engages the U.S. Ambassador, the U.S. Global AIDS Coordinator, USG representatives in-country administering HIV/AIDS prevention, treatment and care programs, non-governmental organizations, and partner government officials and their medical professionals on PEPFAR program achievements, concerns and needs and to reinforce initiatives to accomplish the goals of PEPFAR through bilateral and multilateral diplomatic efforts.

### **Collaboration among Major Non-USG Stakeholders – 15%**

The Country Coordinator will be responsible for the coordination and linkage of USG bilateral assistance with other bilateral donors, non-governmental organizations, and international multilateral organizations engaged in the fight against the global HIV/AIDS pandemic, including the World Health Organization (WHO) and the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund). S/he will collaborate and share information with multilateral partners, other donors, and S/GAC relevant to the success of broad efforts to mitigate the impact of the HIV epidemic in country. S/he will liaise with these development partners, and in particular, with the Country Coordination Mechanism of the Global Fund, to ensure complementarities between the USG investments and other donors. The Country Coordinator may act as the USG representative member on the local Global Fund Country Coordinating Mechanism (CCM).

Along with other USG PEPFAR implementing agency leadership, the Country Coordinator will establish appropriate protocols for collaboration with the partner government, including providing oversight and will develop the vision of USG interaction with the partner government on all aspects of HIV/AIDS, including the various executive branch bodies from the health sector to social welfare systems to finance. S/he will promote alignment with and understanding of the partner government priorities and policies among USG staff implementing the PEPFAR program.

The Country Coordinator will evaluate the relative need, local conditions and capability of Ghana to develop or improve their infrastructure and programs necessary to provide or strengthen the quality, availability and sustainability of HIV/AIDS treatment, prevention and care services. S/he will lead discussions, as appropriate, about the timing and planning for transition from USG resources toward other types of funding for sustainable HIV responses. Counsels and will advise S/GAC decision-makers regarding the optimal mix of funding support for the Ghana.

The Country Coordinator will coordinate outreach to and engagement of private-sector partners, including advocacy groups, faith- and community-based organizations, and businesses in the HIV/AIDS response. S/he will encourage the engagement of these groups by all USG agencies responding to the epidemic in-country.

## **Other Duties as Assigned – 5%**

In collaboration with the USG interagency team, the Country Coordinator will devise and maintain appropriate management and internal control systems to ensure that all resources are safeguarded against waste, fraud, unauthorized use or misappropriation; obligations incurred comply with applicable laws and regulations; and revenues and expenditures are promptly recorded and accounted for in accordance with Departmental procedures.

### **5.0 OTHER SIGNIFICANT FACTORS:**

**Supervision Received:** With first-line supervision by the U.S. Ambassador or his/her designee, the Coordinator represents the USG as the primary point of contact and coordinator of activities related to PEPFAR in-country, playing a critical role in the planning, implementing and reporting of program performance of inter-Agency programs. The Coordinator will serve as Liaison to the Office of the U.S. Global AIDS Coordinator and ensure that the PEPFAR Ghana program is routinely informed of and in alignment with key PEPFAR developments, strategic directions and reporting timelines. The incumbent is expected to work collaboratively with the USG interagency team and reports directly to the U.S. Ambassador or his designee. S/he also receives technical guidance from the CSTL in S/GAC.

**Supervision exercised:** None.

**Available Guidelines:** PEPFAR guidance documents, relevant USG PEPFAR Agency and Government of Ghana Strategic Documents

**Exercise of Judgment:** The position requires that the highest level of judgment be applied in all activities due to the sensitive and critical nature of HIV/AIDS programming in the Ghana context. Must be able to negotiate effectively with the USG interagency team, Government of Ghana officials and S/GAC, to analyze and build consensus around issues related to program formulation and implementation.

**Nature, level and Purpose of Contacts:** Working through appropriate channels within the Embassy and S/GAC, the Country Coordinator may have contacts with Members of Congress and top officials from their immediate Congressional oversight committees and sub-committee staffs; with executive and senior level officials and their representatives of the following organizations outside the Department at national and international levels in highly unstructured settings: the Executive Branch departments and agencies implementing and managing PEPFAR such as the Departments of Health and Human Services, Defense, Commerce, and Labor; the U.S. Agency for International Development (USAID); and the Peace Corps; ministers of health representing foreign governments; domestic and international medical and scientific communities; international, multilateral organizations such as the Global Fund to Fight AIDS, Tuberculosis and Malaria; the World Health



Organization (WHO); and organizational components within the United Nations such as the United Nations Program on HIV/AIDS (UNAIDS); non-governmental organizations such as the International Committee of the Red Cross (ICRC); the media; the general public; and individuals living with HIV-AIDS.

The purpose of contacts is to influence, motivate or persuade key officials of foreign governments and senior representatives of international, multilateral organizations and non-governmental organizations to implement HIV/AIDS prevention, treatment and care programs; restructure and improve the quality and capacity of health care systems generally; and properly and thoroughly measure the progress of PEPFAR in the global fight against the HIV/AIDS pandemic given the multi-billion dollars in financial resources authorized and appropriated by the Administration and the U.S. Congress.

Must provide high-level, consistent and credible representation of PEPFAR to senior officials in the USG, the Ministry of Health and the Ghana AIDS Commission. Working closely with the USG interagency team, maintains frequent contact with high level government officials and other partners to develop strategy, discuss health policy and translate policy to program action.

**Authority to Make Commitments:** The incumbent will have no independent authority to commit U.S. Government (USG) funds on behalf of the U.S. Government.

**Physical Demands and Work Environment -** Work will be mainly in an office setting, but travel outside Accra is a part of the assignment. Travel to the field can be physically demanding, including transport on unpaved roads and rudimentary conditions. While interacting with rural communities, local culture and customs must be respected.

**Time required to perform full range of duties after entry into the position:** 6 months.

## **6.0 MINIMUM QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

**Education:** A postgraduate degree (Masters) in public health, public administration, international development, nursing, medicine, health services administration or similar health related discipline, with formal training in public health program management is required;

**Work Experience:** Five years of progressively responsible experience in managing public health or development programs in the developing country context, preferably in Sub-Saharan Africa. Experience in HIV-AIDS program management desirable.

**Language skills:** Level IV English (fluency) – High degree of proficiency in both written and spoken language.

**Knowledge Required:**

The Country Coordinator is viewed as an expert authority on the host country HIV/AIDS epidemic and U.S. Government policies and practices, through PEPFAR, to provide HIV/AIDS services, particularly prevention, treatment and care.

- Experience and expertise in planning and managing expenditure levels and funding pipelines, developing budgets, and managing funding flows to implement a program.
- Specialized and demonstrated knowledge of the principles, practices, methods, and techniques of management of public health or other programs, especially in resource poor settings.
- Knowledge and demonstrated capability in facilitation and coordination of organizations or agencies with varied organizational culture and core competencies towards the achievement of common goals.
- Knowledge of the culture, socio-cultural norms, and the public health capacities in-country.
- Knowledge of the operations and capacities of other donor governments, international multilateral organizations, and non-governmental organizations involved in the fight against the global HIV/AIDS pandemic.

**Skills and Abilities:**

- Demonstrated managerial, administrative and analytical skills.
- Excellent collaborative leadership skills with competency in facilitation and negotiation between various stakeholders resulting in measurable, positive outcomes.
- Ability to establish and maintain working relationships at all levels throughout the management, medical, scientific, public, and private sectors of the broad HIV-AIDS response community to gather and exchange information and negotiate proposals and initiatives.
- Ability to maintain relationships with the Government of Ghana at the highest levels, including representatives of the Ghana AIDS Commission and the Ghana Ministry of Health.
- Ability to provide timely expert advice and consultation to executive and senior level management officials regarding the appropriate investment of US resources in the prevention, treatment and care of HIV/AIDS.
- Advanced skills in verbal and written communication to review and present analyses, provide guidance, solicit information, defend proposals, and negotiate agreements.

## 7.0 INSTRUCTIONS TO APPLICANTS:

Interested individuals are required to submit the following:

- Fully completed and hand-signed copy of an Application for Federal employment (SF-171) or an Optional Application for Federal Employment Form (OF-612), forms are available at <http://www.usaid.gov/forms/>.
- Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
- Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

**All applications and OF612/SF171 forms submitted must be signed. Incomplete and Unsigned applications will not be considered.**

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Standard Form 171 or Optional Form 612.
- \*2. Contractor Physical Examination (AID Form 1420-62).
- \*3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or \*
- \*4. Questionnaire for Non-Sensitive Positions (SF-85).
- \*5. Finger Print Card (FD-258).

\* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

Forms outlined below can be found at:

[http://www.usaid.gov/business/business\\_opportunities/psc\\_solicitations.html](http://www.usaid.gov/business/business_opportunities/psc_solicitations.html)

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). \*
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or \*
4. Foreign Activity Data (AID 6-85). \*
5. Finger Print Cards (SF-87). \*
6. E-QIPS Signature Forms.\*

7. Notice Required By Privacy Act (AID 500-5).\*

8. Fair Credit Reporting Act (AID 500-4).\*

\* Forms 2 through 8 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

**8.0 ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs)** contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. Please refer to the USAID website [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/psc\\_solicit/](http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/) to locate relevant AAPDs.

## **9.0 BENEFITS/ALLOWANCES:**

As a matter of policy, and as appropriate, a resident –hire USPSC is normally authorized the following benefits:

### **BENEFITS:**

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual and Sick Leave

**FEDERAL TAXES:** USPSCs are not exempt from payment of Federal and State Income Taxes.

**EQUAL EMPLOYMENT OPPORTUNITY:** *The US Mission in Accra, Ghana provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

**END OF SOLICITATION**